



Department of Corrections
INFORMATIONAL BULLETIN

Subject: ANNOUNCEMENT OF CDC FORM
3004A, HEADQUARTERS REQUEST
FOR SOLE SOURCE CONTRACT
AND CDC FORM 3004B, CDC
INSTITUTION REQUEST FOR SOLE
SOURCE CONTRACT

Number:

01/10

Date Issued:

June 20, 2001

The purpose of this Informational Bulletin is to announce the introduction of CDC Form 3004A, CDC Headquarters Request For Sole Source Contract and CDC 3004B, Institution Request For Sole Source Contract.

In accordance with the procedures identified in CDC Management Memo 94-16, headquarters staff are directed to use CDC 3004A (05/01) and institution staff are directed to use CDC 3004B (05/01) to request sole source exemptions for contractors.

These forms replace CDC 3003A (05/01) and CDC 3003B (05/01), announced in IB 01/04 for sole source contracts only. Single sole source procurements shall continue to be requested on a CDC 3003A or CDC 3003B, as appropriate.

The 8 1/2" x 11" one page form on white bond paper, CDC 3004A (05/01) or CDC 3004B (05/01) may be ordered from Prison Industry Authority on a CDC Form 1853. The form will be available in sets of 500.

Please inform all persons concerned of the contents of this bulletin. Direct any inquiries to Kathleen Appel, Special Projects/Policy Unit, Contract Management Branch at (916) 324-6638, or e-mail inquiries to kappel@adminsvcs.corr.ca.gov.

RICK GRENZ, Chief
Regulation and Policy Management Branch
Office of Correctional Planning



Department of Corrections
INFORMATIONAL BULLETIN

Subject:

Number:

Date Issued:

Cancelled Effective: